



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
ACCOUNTING SPECIALIST
(COMPREHENSIVE SERVICES ACT)
HUMAN SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for performing a full range of accounting support work, to include reviewing a variety of billings to ensure accuracy; resolving discrepancies and processing payments and assisting in developing and implementing procedures to improve methods of accounting within the department. Reports to the Comprehensive Services Act (CSA) Coordinator.

ESSENTIAL JOB FUNCTIONS

Accounts for funds received from various revenue producing activities; completes and maintains detailed fund records and reports for the CSA programs, to include special welfare accounts. Reviews detailed accounting transactions; performs data retrievals, inquires, analysis and reconciliations from a variety of data sources; and ensures that revenues generated from departmental activities and programs are recorded accurately and in a timely manner.

Serves as a resource for the Department of Child Support Enforcement (DCSE), Social Security Administration (SSA) and department Social Workers on special welfare accounts; and corresponds with outside agencies to resolve discrepancies pertaining to special welfare.

Monitors and analyzes monthly revenue and expense accounts; resolves discrepancies and recommends corrective actions; validates invoices and charges to ensure accuracy.

Performs a variety of administrative support work including receptionist duties, composing correspondence, filing and other general office duties. Submits all purchase requisitions for approved services for children; tracks and reconciles all credit card expenditures;

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Accounting - Knowledge of general accounting principles, financial computations, statistical analysis and forecasting techniques. Knowledge of basic budgeting principles and practices.

- Payroll – Knowledge of payroll practices to ensure accuracy and appropriateness of all transactions, to include compliance with policies and operational requirements.
- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Technology – Knowledge of general office equipment and personal computers to include word processing, spreadsheet, and related software. Comprehensive knowledge of office systems, practices, procedures and administration.

REQUIRED SKILLS

- Computer Skills – Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees and the public. Effectively responds to and resolves inquiries and disputes.
- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Communication – Excellent ability to listen and understand directions, information and ideas presented verbally and in writing, to include the preparation of detailed reports which include numerical information and statistics. Ability to handle financial information with tact and diplomacy and in a confidential manner.
- Financial Management – Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

EDUCATION AND EXPERIENCE

Requires an Associate's Degree in Accounting, Business Management or a related field and 3-5 years of responsible accounting support work or closely related experience or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

A valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.